

Perimeter Community Improvement Districts



Request for Proposals To Provide Tree, Landscape and Hardscape Maintenance Services

I. General Project Information

A. Overview

The Perimeter Community Improvement Districts (PCIDs) is soliciting Requests for Proposals (RFPs) from qualified Contractors to provide maintenance services within the Districts. This RFP seeks to identify potential providers for comprehensive landscape, tree and hardscape maintenance services as noted in the following Scope of Work.

B. All respondents to this RFP are subject to instructions communicated in this document, and are cautioned to completely review the entire RFP and follow the instructions carefully. PCIDs reserves the right to reject any or all Proposals, and to waive technicalities and informalities at its discretion.

Proposals are due on or before 12:00 pm eastern on December 2, 2013. Proposals received after this time and date will be unopened.

C. DBE Participation

PCIDs is interested in supporting DBEs as well as a diverse project team. PCIDs will monitor and assess each bidder for its DBE participation and / or good faith effort to promote equity and opportunity.

D. Contract Term

PCIDs anticipate the Agreements will be in force for a period of up to 12 months with an option to renew for two additional years. PCIDs intend to immediately engage the successful Contractor for discussion of services.

II. Selection Method

A. Technical Proposals - The technical proposal should be sufficiently detailed and complete to demonstrate your company's understanding of the requirements, and should provide information pertinent to the evaluation criteria indicated below. A uniform organizational structure has been established that must be followed, consisting of the sections indicated in the following table. Do not exceed the page limitation indicated. *Please use a simple, letter format; elaborate proposals are not intended.*

| Mandatory Technical Proposal Outline | | |
|--|---|-----------------------|
| Section No. | Description / Evaluation Criteria | Max. Total Pages (15) |
| 1.0 | Solutions / Approach for Successful Performance <ul style="list-style-type: none">• Technical Approach• Project Management | Max 3 pages |
| 2.0 2.1 2.2 2.3 2.4 2.5 | Project Experience <ul style="list-style-type: none">• Representative Project No. 1 (Attachment A)• Representative Project No. 2 (Attachment A)• Representative Project No. 3 (Attachment A)• Representative Project No. 4 (Attachment A)• Representative Project No. 5 (Attachment A) | Max 6 pages total |
| 3.0 3.1 3.2 3.3 3.4 | Company and Personnel Information <ul style="list-style-type: none">• Financial Strength• Corporate Resources• Key Personnel Organizational Chart• Resumes | Max 6 pages |
| Required Items | <ul style="list-style-type: none">• Attachment C – E-Verify Form• Business License• Insurance | |

B. Evaluation Criteria

PCIDs will evaluate all proposers using the following criteria:

Section 1.0 - Solutions / Approach for Successful Performance (40%)

Contractors shall demonstrate an understanding of the project objectives. The Contractor must also demonstrate an understanding of PCIDs goals, the project issues and challenges and how they may affect project delivery.

Section 2.0 – Project Experience (30%)

Please provide a description of five (5) current and active projects that involve requirements similar to the requirements specified in the Scope of Work for this project. For each of the representative projects, provide the client contact on the Project Experience Form. Offerors failing to provide a contact for each project will be deemed non-responsive.

Section 3.0 – Company and Personnel Information (30%)

Section 3.1 – Financial Strength

Please provide a brief company history, including the financial strength of your company. Indicate if you are registered to do business in the State of Georgia with the Secretary of State and any area municipalities.

Section 3.2 – Corporate Resources

Please indicate specific resources owned by your company that would contribute to the success of this project.

Section 3.3 – Key Personnel

Identify key personnel and their experience in comprehensive tree, landscape and hardscape services.

Section 3.4 – Resumes

Please provide a resume for each key personnel identified in the proposal.

C. Cost Proposals – Cost Proposals shall be placed in a separate envelope from the Technical Proposals. No mention of cost should be made in the Technical Proposal. While cost is important, the technical proficiency and manner of delivery of prospective bidders is considered more important.

D. Selection of Finalists

Based on the proposals submitted in response to this RFP, the Selection Committee will identify the three (3) to five (5) most qualified Contractors. The Committee will evaluate all submittals deemed responsive and each evaluator will assign points using the criteria identified above. The points assigned to each criterion will be totaled for each evaluator and a rank will be determined. The rankings of all evaluators will be totaled for each submittal evaluated in order to determine the sum of the individual rankings. The three (3) to five (5) Contractors with the highest rankings determined by using the sum of scores will be determined to be the most qualified Contractors.

E. Finalist Notification

PCIDs will notify the Contractors selected as finalists. Each finalist will be invited to a question and answer session to respond to follow-up questions from PCIDs. Each finalist Contractor shall be notified in writing and informed of the place, date and time for the follow-up questioning sessions.

F. Final Selection

Final selection will be determined by a combination of the scores from the proposal rankings and the question and answer session. For each evaluator, the points assigned to each criterion will be totaled and a rank will be determined. The rankings of all evaluators will be totaled for each finalist in order to determine the sum of the individual rankings. The finalists will be ranked in descending order of recommendation, using the sum of individual rankings from the Selection

Committee members. Should a tie exist for the highest ranking Contractor and qualifications appear to be equal, the Selection Committee shall proceed in the following order:

1. Defer to O.C.G.A. § 50-22-4(b) which states that “persons who maintain an office in Georgia shall be given preference when qualifications appear to be equal” and award to the company who maintains an office in Georgia.
2. If multiple companies tied for the highest ranking maintain offices in Georgia, PCIDs shall defer to the sum of the individual points and the award shall be made to the finalist with the highest sum.

Negotiations shall then be negotiated with the top-ranked company to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest-ranking company, PCIDs will formally terminate the negotiations in writing and possibly enter into negotiations with the second highest-ranking company, and so on in turn until a mutual agreement is established and PCIDs awards a contract. The final form of the contract shall be developed by PCIDs.

III. Instructions for Preparing Proposals

The proposal must be submitted in accordance with the instructions below, must be categorized and numbered as outlined below, and must be responsive to all requested information. Prospective bidders should remember the nature of PCIDs and its charter when responding.

A. Minimum Requirements

The selected Contractor should have the ability to provide, either with its own forces or through a sub-contractor, comprehensive landscape, tree and hardscape maintenance services. Contractor should be knowledgeable of the general landscaping specifications of proper shrub, lawn and tree care.

B. Technical Proposal

The Technical Proposal shall be produced on 8 1/2” by 11” paper. It should be no more than 15 pages, single-sided, including covers and section dividers, but excluding mandatory Attachments.

(Note: Do not include costs of any kind in the Technical Proposal.)

Section 1.0 - Solutions / Approach for Successful Performance

1. Technical Approach

Contractors are required to describe the procedures and methods that will achieve the required outcome of this project.

2. Project Management

Describe how the project will be organized and managed and identify the main point of contact, including their telephone number and email address. Please indicate the number of years of experience in areas that are project specific. Include the anticipated use of sub-

contractors. Describe the resources necessary to accomplish the purpose of the project. Describe internal quality control and quality assurance practices and how those will apply to these services.

Demonstrate familiarity with state and local regulations, if any, required criteria, standards and procedures with respect to maintenance services.

Section 2.0 – Experience and Past Performance

1. Experience of Contractor

Complete one Project Experience Form (Attachment A) for five (5) current active projects that involve requirements similar to the requirements specified in the Scope of Work for this project. One Project Experience Form should be submitted for each project.

The proposal will address the following criteria and include necessary information of any other professional Contractor to be involved through subcontract.

The proposal is to include the qualifications of the bidder and the staff who will perform the services.

The bidder shall demonstrate its experience in similar projects. Describe the past experience of the company and of the staff on similar projects, as well as other relevant experience.

If the Contractor proposes a team approach for the required services, then the Contractor shall provide 1 copy of the business license and insurance for each member company covering the above referenced classes.

Section 3.0 – Company and Personnel Information

1. Financial Strength

Please provide a brief company history, including the financial strength of your company. Indicate if you are registered to do business in the State of Georgia with the Secretary of State and any area municipalities. Include as an attachment a copy of the business license and insurance for the Contractor and each sub-contractor.

2. Corporate Resources

Describe the experience and qualifications of the Operations Manager and document the onsite time commitment on comparable projects.

Proposals should include a description of the qualifications and experience of the specific staff members of the project team to be involved in the project. Proposals should demonstrate the ability to retain Operation Managers and key project personnel throughout the project. The Operations Manager shall not be changed without the approval of PCIDs staff.

Local Office

The Contractor must have an office in the Atlanta metropolitan area or establish an office within 30 days of notice of award.

In addition, the Contractor shall include current workload and commitments of proposed key personnel, as related to their capacity to perform work satisfactorily.

3. Key Personnel

For this project the following positions have been identified as key personnel:

Principal/General Manager

Operations Manager

Team Manager/Site Crew Chief

Organizational Chart

Include an organizational chart of all personnel, including any sub-contractors of the project team. The Contractor shall identify which sub-contractor team members are performing specific services.

4. Resumes

Include names and brief resumes of key personnel on the project team, citing their past and recent work on similar projects.

C. Cost Proposal

The fee schedule (Attachment C) must be submitted in a separate, sealed envelope with the responder's name and title of the RFP clearly identified on the outside of the envelope. Do not include fees or costs in any area outside of Attachment C.

D. Interviews

Contractors may be required to attend a question and answer session to explain the merits of their proposal and to answer questions from members of the PCIDs Selection Committee. If selected, the Contractor would be required to have the key overall day-to-day project management team and other members of the proposed project team available for the interview. The Contractor may have a maximum of five (5) people representing its company at the interview.

IV. Contract Administration

A. Six (6) copies of the Technical Proposal, one (1) copy of the Cost Proposal in a separate sealed envelope (Attachment C), and one copy of the Technical Proposal on a jump drive must be submitted to the following address no later than 12:00 pm eastern on December 2, 2013.

Perimeter Community Improvement Districts
One Ravinia Drive, Suite 1125
Atlanta, Georgia 30346

Proposals must be clearly identified on the outside of the envelope with the responder's name and title of the RFP. Later proposals will not be opened.

B. Questions

All questions regarding this RFP should be addressed to Ms. Jennifer Harper, P.E., Program Manager for PCIDs, via e-mail at jharper@perimetercid.org with the title "RFP Question(s)" in the subject line.

All questions concerning the RFP shall be submitted via email only no later than 5:00 p.m. eastern on November 3, 2013. Questions received by the Program Manager after this date will not receive a response. All valid questions and responses will be posted on the PCIDs website by November 7, 2013.

C. Addenda

Addenda may be issued in response to changes in the RFP. Addenda must be acknowledged by signing and returning the Addendum Form to be included in the Technical Proposal. Failure to properly acknowledge any Addendum may result in a declaration of non-responsiveness by PCIDs. All Addendums issued for this project may be found on the PCIDs website at <http://www.perimetercid.org>.

D. Proposal Duration

Proposals submitted in response to this RFP must be valid for period of 120 days from the proposal submission deadline, and must be so marked.

E. Right to Cancel or Change RFP

The PCIDs reserve the right to cancel any and all RFPs where it is determined to be in the best interest of PCIDs to do so. PCIDs reserves the right to increase, reduce, add or delete any item in this RFP as deemed necessary.

F. Expenses of Preparing Responses to this RFP

The PCIDs accepts no responsibility for any expenses incurred by the responders to this RFP. Such expenses are to be borne exclusively by the responders.

G. Debriefings

Unsuccessful proposers may request a debriefing. If a respondent is notified of non-selection at any time during the procurement process, a Pre-Award Debriefing may be requested. Post-Award debriefings may be requested by a principal of the respondent, but will not be conducted until after the contract has been awarded.

I. Award of Contract

A Selection Committee will review all proposals submitted pursuant to this RFP. The proposals will be evaluated on the qualifications and information provided in Section II, Selection Method, and Section III, Instructions for Preparing Proposals.

The Selection Committee will score all Contractors on the information submitted and will compile a ranking of those Contractors. After all ratings are completed, the Committee will provide the rankings with its' Recommendation for Award to the PCIDs Board of Directors, which will make the final decision as to contract award. The project specific contract amount will be determined based on negotiations with PCIDs. If the PCIDs are unable to reach

agreement on reasonable rates to be paid for the services to be provided, the PCIDs reserves the right to terminate negotiations with the highest scoring finalist and begin negotiations with the next highest scoring finalist.

Scope of Work

Project Background:

The Perimeter Community Improvement Districts (PCIDs) is soliciting Requests for Proposals (RFPs) from qualified Contractors to provide maintenance services within the Districts. This RFP seeks to identify potential providers to provide comprehensive landscape, tree and hardscape maintenance services as noted in the following Scope of Work. PCIDs requires that the selected Contractor have the ability to provide, either with its own forces or through a sub-contractor, comprehensive landscape, tree and hardscape maintenance services which may arise during the course of the anticipated contract. Contractor should be knowledgeable of the general landscaping specifications of proper shrub, lawn and tree care.

Project Scope of Work:

The work to be accomplished within the scope of this RFP and subsequent contract is:

I. Limits of Work

- a. The areas within the right-of-way and medians on the respective roadways and interchange locations identified on the attached Exhibit A shall be covered under this contract.

II. Shrub Care

- a. A post-emergent, environmentally friendly systemic herbicide will be applied to bed areas, to weed populations up to two inches tall which compete directly with ornamental plantings for water, light and nutrients.
- b. A broad leaf and grassy weed pre-emergent and environmentally friendly herbicide application will be applied to bed areas to prevent weed seed germination.
- c. Ground covers (i.e. vinca, ivy) will be maintained throughout the growing season. Ground cover control consists of restricting the plants from growing on to shrubs, turf and other unwanted areas.
- d. Hand weeding will be performed in bed areas for weeds with a height greater than two inches or two inches in width.
- e. All shrubs identified shall be pruned to remove dead and damaged branches, develop the natural form of the plant, and to create the effect intended by the landscape architect. Pruning will be performed on all ornamental plant material. Dormant pruning will be required for overgrown plants, some ground covers and flowering plants.
- f. Selectively fertilize all plants and shrubs with a quality, slow release balanced fertilizer.
- g. After an insect, mite or fungus presence has been diagnosed, the insecticides, miticides or fungicides will be applied as a control before they become a major problem. All plant material will be inspected by the Contractor's trained personnel and they will determine the proper timing and rate of application.
- h. Damaged shrubs will be replaced as requested by the PCIDs.

III. Tree Care

- a. All trees identified in the RFP shall be maintained such that no branches/limbs will overhang on sidewalks and parking areas. Height to be maintained will be determined such that branches would be up to seven feet (or less) from the ground, to be specified by PCIDs. Maximum height for any pruning shall be twelve (12) feet from the ground. Trees located in natural areas shall be pruned only when their growth habit affects formal, maintenance areas. All limbs and branches will be removed from the property. This is to be done once per year.
- b. Fertilize all trees less than four inches trunk diameter with a quality, slow release balanced fertilizer per the attached General Landscape Specifications.
- c. After an insect, mite or fungus presence has been diagnosed, the insecticides, miticides or fungicides will be applied as a control before they become a major problem. All plant material will be inspected by the Contractor's trained personnel and they will determine the proper timing and rates of application.
- d. Damaged trees will be replaced as requested by PCIDs.
- e. Stump grinding will be required as requested by PCIDs.

IV. Lawn Care

- a. Mowing of turf as required to maintain a neat, level appearance.
 - i. Turf shall be cut at a height of 2"-4" as turf type and conditions dictate. Mowing shall be performed as needed in accordance with the attached General Landscape Specifications. Mowing equipment and patterns shall be employed to permit recycling of clippings where possible; excess clippings shall be removed from the property.
- b. Edging will be done with a power edger, per the attached General Landscape Specifications.
- c. A quality turf fertilizer containing the proper amounts of nitrogen, phosphorous, potassium and trace elements will be applied throughout the growing season. The program also includes pre-emergent and post-emergent herbicide applications to prevent weed problems.
- d. Cool season turf will be aerated and overseeded once in the fall to allow for optimal seed establishment, and penetration of water into the soil to allow the new root systems to develop. Warm season turf will be aerated and scalped in the early spring.

V. General Site Maintenance

- a. Upon completion of each maintenance visit, a general cleanup will occur. This cleanup program will involve a policing of all landscaped areas.
- b. Paver plazas at intersections will be kept clean and debris that accumulates will be removed weekly. The area 5' around the front and back of the seatwalls will also be kept clean and debris that accumulates will be removed weekly.
- c. Fallen leaves will be collected in the fall from turf, shrub beds, and walkways. Leaf removal normally begins at the end of October.
- d. Pinestraw mulch will be added to all designated bed areas. The exact quantity of pinestraw shall be stated in the Contractor's Payment Schedule. Should additional pinestraw be requested by PCIDs, the Contractor will provide the additional

pinestraw at the same price. Additional quantities of pinestraw will be invoiced when installed.

- e. Watering during drought conditions, as necessary and approved by PCIDs, will be Extra and/or Additional Work. Watering of the planters on Perimeter Center Parkway are included in the Scope of Work and are not considered Extra and/or Additional Work.

VI. Interchange Maintenance

- a. The lawn, shrubs and trees at the interchange areas noted below and shown on the attached maintenance map shall be maintained as part of this contract. The landscape requirements and general site maintenance requirements shall also apply at the following interchange areas:
 - i. GA 400 at Abernathy Road
 - ii. GA 400 at Hammond Drive
 - iii. I-285 at Peachtree Dunwoody Road
 - iv. I-285 at Ashford Dunwoody Road

VII. Hardscape

- a. At several locations within the District, PCIDs has seat walls constructed, paver plazas, tactile warning strip pavers, and concrete pavers installed at pedestrian islands and pods. These items may at times require repair and maintenance. The selected Contractor shall have the ability to provide, either with its own forces or through a sub-contractor team member, repair and maintenance services for the seat walls and pavers which may arise during the course of this contract.

VIII. Extra and/or Additional Work

- a. Should PCIDs at any time require work in addition to this contract, PCIDs will provide the Contractor with written authorization for the additional services. The PCIDs will be invoiced in accordance with the terms and conditions of this contract at the appropriate hourly rate.

IX. Exclusions

- a. Removal of dead plants and/or branches killed as a result of cold damage will be excluded from this contract due to the unpredictable nature of cold damage.
- b. It should be noted that unforeseen and unpredictable items such as irrigation repair and storm damage must be responded to immediately. Because of their unpredictable nature, PCIDs has omitted them from this RFP, and will respond with written authorization on a time and material basis for concerns related to these causes. Costs for items of this type shall be presented to PCIDs for written approval prior to commencing work.

Attachments:

Attachment A – Project Experience Form

Attachment B – Resume Experience Form

Attachment C – E-Verify Form

Attachment D – Maintenance Map

Attachment E – Landscaping Specifications

Exhibit A – Fee Schedule

Attachment A – Project Experience Form

| | |
|---------------|--|
| Project Name: | |
| a. | Client Information |
| | Name: Location: Period of Performance: |
| b. | Description of Overall Project and Services |
| | |
| c. | Duration of Services/Overall Budget: |
| d. | Client Contact Information |
| | Name: Phone: Address: Email: |
| d. | Involvement of Key Personnel |
| | |

Attachment B – Resume Experience Form

| | | | |
|-------------------------------------|---|----|---------------|
| | Key Personnel Experience | | |
| Name: | | | |
| Years worked with current employer: | | | |
| a. | Education: | b. | Registration: |
| c. | Relevant Planning/Engineering Experience on Similar Type Projects | | |
| d. | Relevant Project Management Experience on Similar Type Projects | | |

Attachment C

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Solicitation Name: _____

Respondent's Name: _____

**State of Georgia
Consultant Affidavit**

By executing this affidavit, the undersigned Consultant verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the Perimeter Community Improvement Districts has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,* in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned Consultant further agrees that it will continue to use the federal work authorization program throughout the contract period and, should it employ or contract with any subconsultant(s) in connection with the physical performance of services pursuant to this contract with the Perimeter Community Improvement Districts, Consultant will secure from such subconsultant(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subconsultant Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Consultant further agrees to maintain records of such compliance and provide a copy of each such verification to the Perimeter Community Improvement Districts at the time the subconsultant(s) is retained to perform such service.

EEV / E-Verify™ User Identification Number

Date of Authorization

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Consultant

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

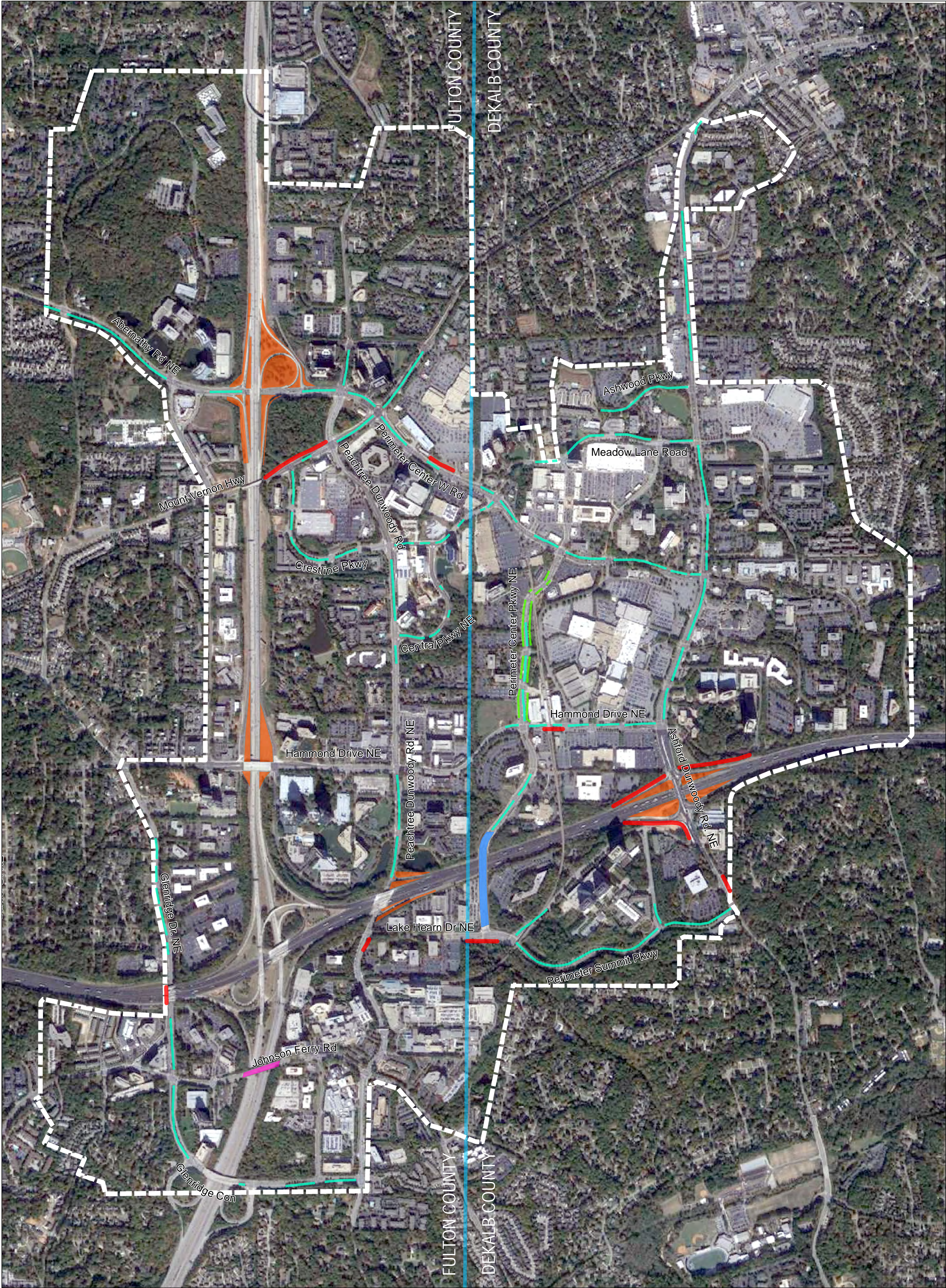
____ DAY OF _____, 2013

[NOTARY SEAL]

Notary Public

My Commission Expires: _____

*or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.



PCIDs Maintenance Map

LEGEND

Median Maintenance

Area Maintenance

Trees in Street Grates Along Sidewalk Maintenance

Bridge Cleared of Debris

Interchange Maintenance

Planter Maintenance and Bridge Cleared of Debris

County Line

Attachment E - General Landscape Specifications

| <u>Ref.</u> | <u>CATEGORY</u> | <u>FUNC.</u> | <u>SUMMARY</u> |
|--------------------|-----------------------------|---------------------|--|
| 1.0 | <u>General Items</u> | | |
| 1.1 | Safety | 52 | <ul style="list-style-type: none"> ◦ All personnel are required to wear safety vests at all times when working around parkways and road ways. ◦ Glasses, ear plugs, and leather boots are required when working with machinery. ◦ All ride-on machinery must have making operator and machinery clearly visible along road ways. ◦ Safety cones and flashers shall be used when parking along road ways. ◦ MSDS sheets on all chemicals used at the job site shall be kept on truck at all times. |
| 1.2 | Staffing | 52 | <ul style="list-style-type: none"> ◦ Full time Operations Manager/ Manager shall be present on job ◦ All other support staff shall be immediately available upon request from Manager/Operations Manager or Manager/Owner. For example: Spray technicians, irrigation technicians, etc. |
| 1.3 | Weekly inspections | 52 | <ul style="list-style-type: none"> ◦ Weekly inspections of property shall occur. Attendees to include Team Manager/Supervisor. ◦ Detailed inspection of entire property shall be performed. ◦ A punch list shall be created during inspection and provided to the crew supervisor for guidance. |
| 1.4 | Monthly Inspections | 12 | <ul style="list-style-type: none"> ◦ General Manager will perform a detailed inspection of entire property at least once per month. ◦ A status report will be forwarded to PCID Program Mmanager for review. |

| <u>Ref.</u> | <u>CATEGORY</u> | <u>FUNC.</u> | <u>SUMMARY</u> |
|--|---------------------------------------|---------------------|--|
| <u>2.0</u> <u>Tree and Shrub Care</u> | | | |
| 2.1 | Chemical weeding | 52/ As needed | <ul style="list-style-type: none"> ◦ Weekly or as needed chemical means shall be taken to control small weeds that are over 2 inches high (or wide). |
| 2.2 | Pre-emergent | 2 / As needed | <ul style="list-style-type: none"> ◦ A non-root inhibiting pre-emergent shall be applied to all tree and shrub bed areas and all natural areas throughout property. ◦ Pre-emergent applications occur in February and August. ◦ A non-root inhibiting pre-emergent shall be applied at a rate so that control is achieved for six months. ◦ Pre-emergent applications shall be applied to all ground cover including English Ivy, Euonymus, Junipers, etc. ◦ Pre-emergent shall be applied to all areas that receive pine straw and along edges of wood lines adjoining parkways, road ways, entrances and near high profile landscape areas. |
| 2.3 | Insect and Disease control | 4/ As needed | <ul style="list-style-type: none"> ◦ Applications of insecticide and fungicide will be performed to control insects and diseases. This includes a winter dormant oil application. ◦ Systemic and contact fungicides and insecticides shall be used to maintain control of pests up to 90 days. ◦ Liquid iron and fertilizer shall be used during insect and disease control applications to help plant recover from any possible infestations and to maintain a healthy appearance. ◦ All additional applications needed to control troublesome pests are to be included in this contract. |
| 2.4 | Tree/shrub/ground cover fertilization | 2 / As needed | <ul style="list-style-type: none"> ◦ All trees under 4" in caliper, shrubs and ground cover shall be fertilized twice per year using a 6-12-12 or similar product with minor nutrients and iron supplements. ◦ Nitrogen source shall be a minimum of 60% Urea Formaldehyde on both applications. ◦ Fertilizer shall be spread at base of shrubs and trees around drip lines. ◦ Fertilizer shall not rest against stem or trunk of plant. Fertilization shall be evenly spread around drip lines. No clumps or piles shall be left beneath shrubs. ◦ Broadcast fertilization is acceptable for ground cover areas only. Point fertilization application shall occur on all other plants. ◦ Fertilizer shall be spread at approximately 6 ounces per caliper inch of trunk for trees and 4 ounces per plant shall be used on small or young shrubs. 4- 6 ounces shall be used for medium shrubs. 6-8 ounces shall be used for larger shrubs. Shrubs that are over 4 feet in height shall be fertilized using rate for trees. ◦ Liquid soil injections shall be performed as needed to maintain a healthy plant. Soil injections shall also occur if plant is in stress due to drought, excessive rain or if damage occurs to plants. Injections shall be performed at owner / manager's request by field order. |

| <u>Ref.</u> | <u>CATEGORY</u> | <u>FUNC.</u> | <u>SUMMARY</u> |
|-------------|---------------------------------|---------------|--|
| 2.5 | Hand weeding | 32/ As needed | <ul style="list-style-type: none"> ◦ Hand weeding shall occur on a weekly basis or as needed to remove any weeds that are greater than 2 inches in height or 2 inches in width. ◦ Inspection at building entrances, sidewalk, focal point areas and automobile entrances are of the highest concern. |
| 2.6 | Ground cover control/separation | 8/ As needed | <ul style="list-style-type: none"> ◦ Ground cover separation shall be performed between adjoining plant masses, bed lines and hard lines as needed to maintain sharp definition. ◦ A distance of 10-12 inches shall be maintained. ◦ Double blade edges shall not be used to perform ground cover separations to avoid damage of surrounding roots. ◦ Pruning to obtain an even overall height shall be performed as needed. For example, Euonymus will need to be pruned bi-weekly during the growing season to maintain a sharp and professional appearance. |
| 2.7 | Pruning – Grow Prune | 6/ As needed | <ul style="list-style-type: none"> ◦ Removing tall shoot growth on side and top portions of plants shall occur as needed to maintain a neat and formal appearance. ◦ Pruning by use of mechanical means (for example = gas shears) is prohibited with the exception of Euonymus ground cover. All other plants shall be hand pruned with hand snips. ◦ Cuts shall be made deep within the canopy of the plant (back to lateral growth). Shearing with hand snips on the outer edge of the plant masses is prohibited. ◦ Pruning shall be done in a manner such that damage to plant does not occur. ◦ Pruning cuts shall face the interior of the plant so that cuts are not visible from the outside edges of plant mass. ◦ Timing of pruning is different for each plant. At all times, pruning shall be performed to enhance blooming or berry production of shrubs and trees. At no time shall plants be pruned in the wrong time of the year that would cause damage to plant and effect blooming cycle. ◦ Stagger pruning of multi-truncated plants shall be performed to maintain a foliar base. Plants shall be pruned into masses and not individualized. The natural form and shape of the plant shall be maintained. Pruning shall not compromise form or shape of plant. Tall evergreens and trees shall be pruned in a fashion to maintain shape and form. ◦ At no time shall leaders be removed to maintain a lower height. Plant shall be allowed to grow and |

| <u>Ref.</u> | <u>CATEGORY</u> | <u>FUNC.</u> | <u>SUMMARY</u> |
|-------------|--|--------------|---|
| | Pruning – Grow Prune (Continued) | | <p>maintain a semi-natural form.</p> <ul style="list-style-type: none"> ◦ Taller shrubs and trees shall be pruned with pole-pruners (not pole shears). At no time shall shearing occur on evergreen hollies, Nellie Stevens, Emily Bruner, Burfordii hollies etc. Tree canopies shall be pruned at a 10-12 ft height to maintain a uniform appearance. ◦ Trees canopies in an Alee shall be perfectly straight to achieve a roof effect. ◦ Target pruning shall be performed to avoid truck, pedestrian and automobile traffic. |
| 2.8 | Pruning – Dormant Prune | 1 | <ul style="list-style-type: none"> ◦ During late fall to early spring, one dormant pruning activity shall occur. At this time, shrubs, ground cover and small trees shall be pruned in a fashion to maintain height. Techniques include: Thinning, Heading back, Drop crotch thinning, Pocket thinning, and over all height reduction. ◦ Reduction of plant material and hard cut backs are to be included. This shall be performed in a fashion so that damage to plant does not occur. ◦ Timing of pruning cuts shall be performed so that damage of plants due to freezing temperatures does not result. ◦ Pruning by use of mechanical means (for example = gas shears) is prohibited with the exception of Euonymus ground cover areas. ◦ Thinning of plant material shall be performed during this function to increase sun light to bottom portion of plant. ◦ Plants shall be pruned so that bottom outside edge of plant is the widest point. ◦ Small pruning cuts shall be made to a lateral branch or to a dormant bud. Pruning cuts shall be made at a 30-40 degree angle facing the interior part of the shrub or tree so that stubbed limbs do not remain and pruning cuts are not visible from outside edges of plants. ◦ When pruning small to medium sized trees such as Crape Myrtles, Wax Myrtles, tree form Foster's Hollies, all cross branching and suckering growth shall be removed. Tops of trees shall be shaped into a V or snow cone shaped. Side portions of plant shall be kept at a vertical form. ◦ Medium and small trees shall be pruned to maintain an even overall height when grown in groupings or plant masses. ◦ During dormant pruning of conical plants and trees the central leaders shall be encouraged so that conical growth habit is maintained. ◦ Tree canopies shall be maintained at a height of 10-12 feet and pruned so that all downward growth is removed. When necessary, tree canopies shall be pruned to increase sunlight to turf, color beds or other plant material. |
| 2.9 | Fire ant control | 52 | <ul style="list-style-type: none"> ◦ Ant mounds shall be treated as needed and at first site. |

| <u>Ref.</u> | <u>CATEGORY</u> | <u>FUNC.</u> | <u>SUMMARY</u> |
|---------------------------------|----------------------------|----------------------------|--|
| | | / As Needed | <ul style="list-style-type: none"> ◦ Baiting type chemical shall be used to kill ant mound. ◦ Once fire ant mounds are dead, pine straw or sod shall be replaced to maintain a neat and clean appearance. |
| 3.0 <u>Lawn Care</u> | | | |
| 3.1 | Mowing | 40 – Cool 32 - Warm | <ul style="list-style-type: none"> ◦ Mowing of Fescue turf will be performed on a weekly basis or as needed to maintain a height of 3-4 inches. ◦ Mowing of warm season grasses will be performed on a weekly basis or as needed to maintain a height of 1-3 inches. ◦ Mowing pattern on all turf shall be alternated so that rutting or damage to turf does not occur. All mowing patterns shall be uniform and straight in appearance to exhibit a striped effect. ◦ Turf areas shall be trimmed out with a 21” push mower along curb lines, sidewalks and around signs and tree wells so that pine straw borders, sign light bollards and hardscapes are not compromised by larger mowers. |
| 3.2 | Weedeating | 42 | <ul style="list-style-type: none"> ◦ After each service, trim out shall be completed to maintain even appearance of turf. Trim out shall be completed at the same height as mowing. ◦ Scalping or low trimming is not acceptable. |
| 3.3 | Edging curbs and bed lines | 18 | <ul style="list-style-type: none"> ◦ Edging of hard lines shall be performed weekly or as needed to maintain a neat and clean appearance. Hard lines include walk ways, curb lines, driveway edges. ◦ Bed line edging shall be performed weekly or as needed to obtain a neat and clean appearance. ◦ All edging shall be performed with a metal blade edger. Edging with weed eaters is not acceptable. ◦ Edging bed lines and hard lines shall be performed at a 90 degree angle perpendicular with bed line or hard line edge. |
| 3.4 | Turf Fungicide Application | 2 | <ul style="list-style-type: none"> ◦ Between the months of March and August, two applications of fungicide shall occur at a preventative rate. ◦ All turf areas shall be treated for optimum control. ◦ A contact and systemic product shall be used such that active fungus control is achieved. ◦ Fungicide types shall be rotated at each application to provide optimum control. ◦ Fungicides that provide less than 30 days control shall not be used. |

| <u>Ref.</u> | <u>CATEGORY</u> | <u>FUNC.</u> | <u>SUMMARY</u> |
|--------------------|---------------------------|---------------------|---|
| | | | |
| 3.5 | Turf Fertilization | 7 | <ul style="list-style-type: none"> ◦ Six times per year a mixture of fertilizer, micronutrients and iron applications need to occur to provide a lush, green, healthy turf. ◦ Minor nutrients are to be added at a minimum of three times per year or as required by soil test results. ◦ Nitrogen sources shall consist of a mixture of slow and fast release depending on timing of application. ◦ A minimum of two applications shall consist of Urea Formaldehyde (minimum of 60% N source). Total Nitrogen application per calendar year shall consist of 2.5 lbs of slow release Sulfur coated Urea, 2 lbs of Urea Formaldehyde and 1 lb of quick release fertilization per 1000 square feet. ◦ Lime shall be applied to turf areas as needed to maintain proper pH levels recommended for the turf type. Lime applications shall be made at a minimum of twice per year as recommended by soil test results. ◦ Turf fertilizer applications shall occur at a time consistent with prohibiting turf disease. |
| 3.6 | Turf weed control | 7/ As needed | <ul style="list-style-type: none"> ◦ Selective herbicides shall be used as needed throughout the year to control grassy and broad leaf weeds. ◦ Weeds shall not be allowed to grow past the 2 or 3 seed leaf maturity stage. ◦ Weed control applications shall occur separately from turf fertilization program. |
| 3.7 | Turf pre-emergent | 2/3 | <ul style="list-style-type: none"> ◦ Cool and warm season turf shall receive two-three half rate applications of pre-emergent through the calendar year to control broad leaf and grass weeds. |
| 3.6 | Aerate and Overseed | 1 | <ul style="list-style-type: none"> ◦ All irrigation heads, valves, other equipment shall be clearly marked using irrigation flags. All equipment shall be marked such that minimal damage occurs from aeration activities. ◦ Any damage that is caused due to aeration is the contractor's responsibility and reparations shall be made to the property owner. ◦ Where possible, a shattered tine aerator shall be used and in other areas, turf shall be double aerated using a core type aerator. ◦ For thin turf areas, double aeration and/or hand raking is necessary to scarify soil. ◦ Premium Fescue seed such as Rebel II or Falcon shall be applied at a rate of 4-5 lbs per 1000 square feet. ◦ Once seed is applied, turf shall be rolled to ensure proper seed/soil contact. ◦ All Warm season turf shall be aerated once per year using a shattered tine aerator. A hand core aerator is permissible in small turf areas, but must be core aerated twice. Touch-up aerating of heavy compacted areas is to be included in this contract. |
| 3.7 | Scalping warm season turf | 1 | <ul style="list-style-type: none"> ◦ Spring warm season turf shall be scalped at a height of no less than 1-inch to remove thatch build-up. Scalping shall occur in ½" increments until desired height is achieved. All thatch material shall be removed from sight. If necessary a detaching machine shall be used to remove heavy thatch build-up. |
| 3.8 | Turf insect control | As | <ul style="list-style-type: none"> ◦ As necessary, a proposal to treat Grubbs, Army Worms in turf or Brown Patch will be forwarded to PCID |

| <u>Ref.</u> | <u>CATEGORY</u> | <u>FUNC.</u> | <u>SUMMARY</u> |
|--------------------|--|---------------------|---|
| <u>5.0</u> | <u>Pine Straw and Foot Edge</u> | | |
| 5.1 | Pine straw – Winter (Labor Only) | 1 | <ul style="list-style-type: none"> ◦ Only “Grade A” pine straw (long needle red) shall be used. ◦ Pine straw shall be fresh and not decayed. Pine straw shall be free of liter and debris such as sticks, pine cones, etc. ◦ Pine straw shall be installed to a depth of 3-4 inches. It shall settle down to no less than 2 inches in depth. ◦ Excessive pine straw or debris shall be removed from base of plant material prior to installation. ◦ Pine straw shall be tucked and blown into bed line and hard line edges. ◦ Excess pine straw and debris removal shall be included in contract. |
| 5.2 | Pine straw – Summer (Labor Only) | 1 | <ul style="list-style-type: none"> ◦ Only “Grade A” pine straw (long needle red) shall be used. ◦ Pine straw shall be fresh and not decayed. Pine straw shall be free of liter and debris such as sticks, pine cones, etc. ◦ Pine straw shall be installed to a depth of 3-4 inches. It shall settle down to no less than 2 inches in depth. ◦ Excessive pine straw or debris shall be removed from base of plant material prior to installation ◦ Pine straw shall be tucked and blown into bed line and hard line edges. ◦ Excess pine straw and debris removal shall be included in contract. |
| 5.3 | Bed line definition / trenching | 1 | <ul style="list-style-type: none"> ◦ Bed line definition and trenching shall be performed once per year at a depth of 3-4 inches. ◦ A 90 degree angle or beveled trenching shall be performed so that pine straw lies neatly within edge. ◦ Prior to trenching, bed line shall be marked with marking paint to create smooth flowing, simple curves or straight lines. |
| 5.4 | Touch up pine straw | 1 / As needed | <ul style="list-style-type: none"> ◦ Pine straw touch-up in focal areas such as annual color beds, hedges, focal areas shall be completed as necessary on a filed order basis. |
| 5.5 | Tuck pine straw | 52 / As needed | <ul style="list-style-type: none"> ◦ Pine straw tucking shall occur along front of buildings, sidewalks and heavy traffic areas. ◦ Tucking shall be performed by using a flat shovel tamped into edge between bed and hard line surface or a metal blade edger. ◦ Tucking shall be performed as needed to maintain a neat and clean edge. |

**EXHIBIT A - Fee
Schedule**

Dekalb PCID

| Routine Maintenance Category | Unit | Monthly Rate | Total |
|--|---------------------|---------------------|--------------|
| Median Maintenance | 19,280 Linear Feet | | |
| Perimeter Center Pkwy Trees in Street Gates | 3228 Linear Feet | | |
| Perimeter Center Pkwy Planter Maintenance (includes hand watering) & Bridge Cleared of Debris | 144,995 Square Feet | | |
| Area Maintenance | 155,560 Acres | | |
| Hardscape Site Maintenance | Lump Sum | | |
| I-285 at Ashford Dunwoody Road Interchange Maintenance | 244,412 Square Feet | | |
| Monthly Sub-Total | | | |
| Yearly Total | | | |

| As Requested | Unit | Rate | Total |
|-----------------------------------|-------------|-------------|--------------|
| Paver Repair | Square Foot | | |
| Seatwall Capstone Repair | Linear Foot | | |
| Seatwall Face Foot of Wall Repair | Square Foot | | |
| Tree Removal - 12" Diameter | Per Tree | | |
| Tree Removal - 24" Diameter | Per Tree | | |
| Tree Removal - 36" Diameter | Per Tree | | |
| Tree Removal - 48" Diameter | Per Tree | | |
| Tree Removal - 60" Diameter | Per Tree | | |
| Stump Grinding - 12" Diameter | Per Stump | | |
| Stump Grinding - 24" Diameter | Per Stump | | |
| Stump Grinding - 36" Diameter | Per Stump | | |
| Stump Grinding - 48" Diameter | Per Stump | | |
| Stump Grinding - 60" Diameter | Per Stump | | |
| Replacement of Damaged Trees | Lump Sum | \$5,000 | \$5,000 |
| Replacement of Damaged Shrubs | Lump Sum | \$3,000 | \$3,000 |
| Hand Watering as Needed | Per Gallon | | |
| Trash Can Replacement | Each | | |
| Trash Can Repair | Each | | |
| Bench Replacement | Each | | |
| Bench Repair | Each | | |

**EXHIBIT A - Fee
Schedule**

Fulton PCID

| Routine Maintenance Category | Unit | Monthly Rate | Total |
|---|---------------------|---------------------|--------------|
| Median Maintenance | 16,139 Linear Feet | | |
| Area Maintenance | 30,194 Acres | | |
| Johnson Ferry Road Bridge Cleared of Debris | 39314 Square Feet | | |
| Hardscape Site Maintenance | Lump Sum | | |
| GA 400 at Abernathy Road Interchange Maintenance | 608,475 Square Feet | | |
| GA 400 at Hammond Drive Interchange Maintenance | 182,957 Square Feet | | |
| I-285 at Peachtree Dunwoody Interchange Maintenance | 97,624 Square Feet | | |
| Monthly Sub-Total | | | |
| Yearly Total | | | |

| As Requested | Unit | Rate | Total |
|-----------------------------------|-------------|-------------|--------------|
| Paver Repair | Square Foot | | |
| Seatwall Capstone Repair | Linear Foot | | |
| Seatwall Face Foot of Wall Repair | Square Foot | | |
| Tree Removal - 12" Diameter | Per Tree | | |
| Tree Removal - 24" Diameter | Per Tree | | |
| Tree Removal - 36" Diameter | Per Tree | | |
| Tree Removal - 48" Diameter | Per Tree | | |
| Tree Removal - 60" Diameter | Per Tree | | |
| Stump Grinding - 12" Diameter | Per Stump | | |
| Stump Grinding - 24" Diameter | Per Stump | | |
| Stump Grinding - 36" Diameter | Per Stump | | |
| Stump Grinding - 48" Diameter | Per Stump | | |
| Stump Grinding - 60" Diameter | Per Stump | | |
| Replacement of Damaged Trees | Lump Sum | \$5,000 | \$5,000 |
| Replacement of Damaged Shrubs | Lump Sum | \$3,000 | \$3,000 |
| Hand Watering as Needed | Per Gallon | | |
| Trash Can Replacement | Each | | |
| Trash Can Repair | Each | | |
| Bench Replacement | Each | | |
| Bench Repair | Each | | |